

<b>Description</b>	The Virginia Commission for the Arts publishes a roster of artists interested in doing multi-day residencies in K-12 schools across Virginia. The <i>Roster</i> includes architecture/design, crafts, dance, film/video, folk arts, music, poetry/fiction, theatre, and visual art. Artists must demonstrate extensive experience in their field(s) and a strong commitment to working in the schools.
<b>Deadline</b>	<b>APPLICATIONS ARE ACCEPTED THROUGHOUT THE YEAR</b>
<b>Eligibility</b>	Artists may be Virginia residents or live in other states. Artists will be chosen for the Roster based on their credentials in their artistic field and their plans for age-appropriate residencies that include the required components of working with a core group of students, general workshops for larger student groups, and teacher workshops. In-school studio time and public activities, such as performances or exhibitions, may be included but are not required.
<b>Review Procedure</b>	<p>Applications and supporting materials will be reviewed by the Commission's <i>Artist Roster</i> panel 3-4 times a year (depending on number of applications) which is made up of representatives of the literary arts, performing arts and the visual arts. The panel is comprised of individual artists, arts educators, members of the Commission's Arts Education Advisory Panel and arts administrators familiar with the Commission's residency program. The panel reviews each artist's professional expertise and credentials; the quality of the artist's work (sample of artist's work); the residency description; prior residency experience and experience working with children and students.</p> <p>Although the Commission may approve an artist for 1 year only, artists may be approved for inclusion on the <i>Artist Roster</i> for up to 4 years. Inclusion on the <i>Artist Roster</i> will not guarantee participation in a Commission-funded residency.</p> <p>Artists who have been on the Commission's <i>Artist Roster</i> for four years may send an updated résumé and a letter to the Commission stating an interest in continuing to be on the <i>Artist Roster</i>. If an artist does not demonstrate a record of substantial public performances, publications or exhibitions of work or if there are concerns about the individual's work in the schools, the artist will be notified and he/she will be required to submit a full <i>Artist Roster</i> application.</p>
<b>Application Checklist</b>	<p>Please read the <i>Guidelines for Funding, 2006-2008</i>, and instructions before completing an application.</p> <ul style="list-style-type: none"> <li>○ <b>1 Original application and all required attachments</b> (completed, signed, pages collated)</li> <li>○ <b>2 Photocopies of completed, signed, collated application and all required attachments</b></li> <li>○ <b>3 Copies of up-to-date professional résumé</b> – 3 (1 copy attached to the original and to each photocopy)</li> <li>○ <b>Current sample of artist's work</b> (no more than six slides per medium; cued VHS videotape; cued audio cassette) have been provided. All samples must be labeled with the artist's name and a description (and date) of the work/performance. A slide list or cue sheet must be attached. (Do not send photographs or original art).</li> <li>○ <b>Stamped, self-addressed envelope</b> - Samples of work <u>will not</u> be returned unless a SASE is provided by the artist.</li> </ul>

**For more information, contact the Arts in Education grants officer at 804.225.3132 or [tatjana.franke@arts.virginia.gov](mailto:tatjana.franke@arts.virginia.gov)**

# Artist Residency Program - Artist Roster Application

Submit 1 completed, signed, collated original and 2 completed, collated photocopies (total = 3)

Eligibility Beginning: **Academic Year 2006-2007**

**SEND TO:** Grants Officer, Arts in Education  
Virginia Commission for the Arts  
223 Governor Street  
Richmond, VA 23219

**FOR COMMISSION OFFICE USE ONLY:**

Client #: \_\_\_\_\_

**APPLICANT NAME/ADDRESS/ZIP:**

**TELEPHONE (incl. area code):**

Work #: \_\_\_\_\_

Home #: \_\_\_\_\_

Agent #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_

**ARTISTIC DISCIPLINE(S)** (indicate discipline under which you wish to be listed in the *Roster*, if selected):

- |                                    |                              |  |                                      |                                   |
|------------------------------------|------------------------------|--|--------------------------------------|-----------------------------------|
| <input type="radio"/> Architecture | <input type="radio"/> Crafts | <input type="radio"/> Creative Writing | <input type="radio"/> Dance/Movement | <input type="radio"/> Film/Video  |
| <input type="radio"/> Folk Arts    | <input type="radio"/> Music  | <input type="radio"/> Photography      | <input type="radio"/> Theatre        | <input type="radio"/> Visual Arts |

**DAILY RATE FOR FULL SCHOOL DAY** (indicate different rates if offered; indicate if rates/travel expenses are negotiable):

\$\_\_\_\_\_ per day (3 full days to 10 full days)    \$\_\_\_\_\_ per day (11 full days to 40 full days)

\$\_\_\_\_\_ per day (41 full days to entire school year)

Are travel expenses included? ☐ Yes ☐ No    Are the fees negotiable? ☐ Yes ☐ No

**AVAILABILITY** (check all that apply):

- ☐ 3 full days to 10 full days    ☐ 11 full days to 40 full days    ☐ 41 full days to entire school year

**EXPERIENCE WITH GRADE LEVEL(S)/SPECIAL POPULATIONS** (check all that apply):

- ☐ PK    ☐ 1-5 (elementary)    ☐ 6-8 (middle)    ☐ 9-12 (secondary)    ☐ ESL    ☐ Special Education/Learning Disabled
- ☐ Physically Disabled    ☐ Talented/Gifted

**INCLUSION ON OTHER STATE ARTS AGENCY AIE ARTIST ROSTER:**

\_\_\_\_\_ State    \_\_\_\_\_ Academic Year(s)

\_\_\_\_\_ State    \_\_\_\_\_ Academic Year(s)

**CERTIFICATION OF ASSURANCES:**

The undersigned certifies that the information in the application and its attachments is true and correct. The applicant agrees to comply with all of the policies and procedures of the Virginia Commission for the Arts. If for any reason the artist cannot comply, the artist must contact the Commission immediately. The undersigned further certifies that s/he has read the Commission's current *Guidelines for Funding*, has signed the application, has attached the appropriate number of photocopies, and has completed, collated, and attached all required supporting documentation. The artist understands that inclusion on the *Roster* does not guarantee participation in a residency program. Previous residency artists are not guaranteed selection for inclusion on the Virginia Commission's *Artist Roster*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RESIDENCY PROGRAM DESCRIPTION:**

Please answer these questions on separate paper. Please do not use a type size smaller than 12 point. Print on one side of each sheet. Please use standard margins and line spacing.

1. Provide a summary of no more than one page describing a sample residency, including specific activities and a statement of how these activities reinforce the arts instruction provided by classroom teachers including Virginia Standards of Learning (for a description of the SOL's, visit the Virginia Department of Education's website at [www.pen.k12.va.us](http://www.pen.k12.va.us)). Be specific about the grade levels for each activity and the topics for teacher workshops.
2. What supplies and materials will be required for your residencies? What space and equipment will be required?
3. Provide a list of past school residencies, including name and location of the schools, dates of the residencies, and the name of the local coordinators.

**SUPPORTING MATERIALS:**

- **Resume** - All artists must submit a current professional resume which must be attached to *each* photocopy of the application. The resume must be up-to-date and should include professional experience (performances, concerts, commissions, exhibitions, publications, etc.) as well as education/training information, degree(s) earned, prior workshop or school residency experience, professional affiliations, honors and grant awards. The information should be categorized and listed chronologically with the most current information listed first. Please include the dates and locations of performances, exhibitions, readings, workshops conducted, etc.; names of published work and dates of publication, degrees earned and other professional development (with dates and names of the institutions).
- **Sample(s) of Work** - All artists must submit the appropriate samples of current work by the artist with the application. Samples of work must be in the same media or areas of focus described in the residency description. Original works of art will not be accepted.
  - **Visual Arts/Crafts/Architecture** - All artists in these disciplines must submit properly mounted slides (no more than **six**) with the application. Each slide must include the artist's name and an indication of the top. A slide list (name, medium, size, date of completion) of the work(s) shown must accompany the slides. If proficient in more than one medium the artist should submit up to six slides representing **each** medium. Slides will be returned only if a stamped, self-addressed envelope is provided by the artist. Do **not** send original works of art.
  - **Folk Arts/Music** - Musicians must submit one high-quality audio cassette recording of a performance, composition or work conducted. A brief description of the work(s) included on the cassette (including timing, date, performance site) must be included with the cassette. A high-quality video tape (**VHS only**) may be submitted, but the audio portion of the recording may not adequately demonstrate the artistry of the performer. Performing folk artists should submit audio cassettes (or VHS video tapes). All **tapes must be cued** to the appropriate selection. The Panel will review **up to five minutes** of the recording submitted by each artist. Audio/video tapes will be returned only if a stamped, self-addressed envelope is provided. Audio/video tapes must feature the artist or work by the artist. DVDs will not be accepted.
  - **Dance/Theatre/Storytelling/Media (film/video)** - Dancers, theatre artists (including storytellers and mime artists) and media artists must submit one **VHS** video tape. All **tapes must be cued** to the appropriate selection. A cue sheet indicating timing (s) and a description of the selection(s) must accompany the videotape. The Panel will review **up to five minutes** of the recording submitted by each artist. Video tapes will be returned only if a stamped, self-addressed envelope is provided by the artist. Audio/video tapes must feature the artist or work by the artist. DVDs will not be accepted.
  - **Creative Writing (poetry/fiction)** - Writers should submit samples of published work - up to 10 pages of poetry or fiction. The artist must attach a copy of the sample(s) to each photocopy of the application. Do **not** send books, manuscripts, plays, anthologies, etc.

Applicant/Organization Name: \_\_\_\_\_

FORM BCKFDR18891  
(Updated 12/20/01)

## NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

### *Racial/Ethnicity Data Collection Form*

#### Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

#### Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

#### For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99."

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

*and/or*

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.